

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
COMPTON FAMILY MENTAL HEALTH SERVICES**

-VACANCY ANNOUNCEMENT-

STAFF ASSISTANT II

Compton Family Mental Health Services (CFMHS) is currently recruiting a team oriented highly motivated Staff Assistant II to lead the Business Operations division of CFMHS. CFMHS provides a full array of culturally competent and linguistically appropriate mental health services to children, adolescents, transition age youth, adults and families. The selected candidate will have the opportunity to lead a dynamic, resilient, knowledgeable, hardworking group of committed administrative support staff.

ESSENTIAL JOB DUTIES:

- Oversee Business Operations Units including the Data Entry Unit, the Medical Records Unit and the Financial Services Unit.
- Function as the Health & Safety Officer for the clinic.
- Complete and submit various weekly, monthly and quarterly reports to the Program Head.
- Complete and monitor all Service Requests for the clinic.
- Serve as Back-up Time Keeper.
- Oversee the clinics Internal Control Certification Program (ICCP).
- Order and maintain supplies for the clinic.
- Complete and monitor Personnel Action Requests.
- Process new employees, provide administrative orientation and process new staff into system.
- Ensure, monitor and maintain the County vehicles.
- Perform monthly Roll Call response.
- Maintain and ensure that office equipment is working and serviced when needed.
- Maintain the Inventory of computers, cubicles, and portable equipment.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS: The person selected for this position must be able to lead a team administrative support staff. Knowledge of IS/IBIS, the ICCP and Patient Financial Services is a strong plus. Excellent organizational, interpersonal, oral and written communications skills are needed. Must be reliable, and have the ability to work with others on a team. Must be able to prioritize multiple tasks, and delegate appropriate assignments.

Interested individuals must currently hold the payroll title of Staff Assistant II. Detailed résumé, last two performance evaluations and master time record for the past two years should be submitted via email no later than **Monday, March 31, 2014.**

Tanicia Trotter, Mental Health Clinical Program Head
c/o Valencia Gunn
921 E. Compton Blvd.
Los Angeles, CA 90021
310-668-6880

A Selection Panel will review résumés of interested individuals. Only the most qualified individuals, based on material submitted, will be scheduled for an interview.

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN EQUAL OPPORTUNITY EMPLOYER

RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH